

If the Patrol Medical Director determines that a member has reached maximum medical improvement the member shall no longer be eligible for limited duty.

If it appears a member will be on limited duty for 90 calendar days or more, the issued Patrol vehicle and firearms shall be surrendered to his/her immediate supervisor. The supervisor shall transport the equipment to a location designated by the appropriate Section Director/Troop Commander for storage, required maintenance, or re-issuance. The safekeeping of property provision of Directive J.1 shall apply to any equipment stored in an evidence locker. Upon being cleared for duty, the surrendered equipment, or a replacement shall be returned to the affected member...

Unless otherwise determined by the Medical Director a member who receives an injury to his/her dominant or non-dominant hand, arm, or shoulder, shall re-qualify with all issued service weapons prior to submitting their request (CCPS-195) to return to full-duty status.

The Patrol Medical Director, in his/her discretion, may request that a member re-qualify with all service weapons because of the nature of an injury/illness prior to returning to full-duty status.

Section Director/Troop Commander shall ensure that a certified Firearms Instructor completes the re-qualifying process of the injured member after approval from the member's physician and the Patrol Medical Director.

The assigned Firearms Instructor shall provide the affected Section Director/Troop Commander with the results of the injured member's re-qualification, and a memorandum describing what procedures were followed during the re-qualification process. Section Directors/Troop Commanders must forward this information to the Patrol's Armorer, who will maintain these records and notify the Benefits and Safety Office via e-mail prior to the member being approved to return for duty.

## **VII. CIVILIAN EMPLOYEES**

### **Claims**

Claims processed for civilian employees shall be in accordance with Office of State Personnel and Crime Control & Public Safety Policy.

### **Training and Orientation (CALEA 33.7.1)**

- Newly hired civilian employees will be provided a current civilian employee orientation packet by the Benefits and Safety Officer. At a minimum, these packets shall include the following information:
  - The role of the Patrol and its purpose, goals, policies, and procedures